

NBC MODERNIZATION PROGRAM OVERSIGHT OFFICE
 BIWEEKLY INDOOR AIR QUALITY FORUM

Minutes	September 10, 2007	1400-1500	2505 MIB
---------	--------------------	-----------	----------

MEETING CALLED BY: Paul Donnelly, Modernization Program Manager

TYPE OF MEETING: Biweekly Indoor Air Quality Forum

FACILITATOR: Paul Donnelly, Modernization Program Manager

NOTE TAKER: Alice Gris 

TIMEKEEPER: Gay Bindocci

ATTENDEES:

Kirby Hunolt, Assistant Director, NBC Administrative Operations
 Paul Donnelly, Modernization Program Manager
 Gay Bindocci, Sustainability Coordinator
 Bob Pizzano, GSA/Jacobs
 Donald Swain, Chief of Staff, National Business Center
 Kristina Clark, Solicitors Office
 Greg Rabida, Solicitors Office
 Ed Keable, Solicitors Office
 Jane Lyder, Office of the Secretary
 David Behler, Office of Environmental Policy and Compliance
 Freida Williams, Office of Environmental Policy and Compliance
 Sherry Barnett, Chief of Staff, DAS-Business Management and Wildland Fire
 Harry Colclough, National Business Center
 Rick Farr, National Business Center
 Gary Peacock, National Business Center
 Alice Gris , National Business Center
 Paul Hoffman, Deputy Assistant Secretary, Office Policy Management and Budget

60 Minutes	Modernization	Paul Donnelly
-------------------	----------------------	----------------------

Discussion:

- An overview of issues from the listening session and the last IAQ meeting was presented. Updates were given and several items were closed out.
- GSA has received a report from a mechanical engineer analyzing the feasibility of achieving negative air pressure on the M-Floor.
- Mr. Paul Donnelly, Modernization Program Manager, is located in room 2505 and can be reached at 202 208-7283.
- Issues relating to restroom accessibility have been discovered and are currently being resolved. Door swings are being fixed, and GSA is looking into measurement issues in restrooms. GSA will give a report within 2 weeks.
- Occupants with ideas on how to improve communication are encouraged to send suggestions to Mr. Donnelly via e-mail.

Action Items	Person Responsible	Due Date
Continue to monitor noise, odor, and irritant complaints and promptly respond to concerned employees.	Bob Pizzano	9/28/07
Work on linking Modernization website and main DOI website	Paul Donnelly	9/28/07
ADA restrooms inquiry	Bob Pizzano	9/28/07
Update Modernization website	Paul Donnelly	9/28/07
Post "Behind The Barriers" posters on the barrier walls near the garage	Paul Donnelly	9/28/07
Create flash screen version of "Behind The Barriers" for use on computers	Paul Donnelly	9/28/07
Investigate feasibility of achieving negative air pressure on the M-Floor	Bob Pizzano	9/28/07
Results of mold testing 5 th floor	Bob Pizzano	9/28/07
Cost of work scheduled after hours	Bob Pizzano	9/28/07
Status of products in use and MSDS sheets	Paul Donnelly/Bob Pizzano	9/28/07